Above

App. F. IX-4

B555

Previous References.

Supply Secte
1943. 44
(S.D. A)

File No. A 122-43

Serial Nos. 1

Later References.

PRESERVED

GENERAL AND REVENUE SECRETARIAT

erial Nos.

Part B for

SUBJECT

Papers relating to the distribution of work in the Supply Secte and the office of the Director of Civil Supplies

P 12/E)
(

R&S
10.8.43

Distribution of work in the office of the Director of civil Supplies and the Supply Secretariat

A statement of distribution is put up provisionally

3
1/7/43.

Asst Sr
Asst Secy W 2.7.43
Accts Asst. Seen by Accts Asst. 3/7.

The Distribution of work as now Proposed appears to be not clear & equal. The Secretarial & Departmental functions are not clearly differentiated. The work of the ministerial Head & staff of the Secretariat section is not clearly separate from that of the Director's. If all appointments are to be made in the Secretariat Branch, as seen from the work allotted to Mr. Sharma, the appointments relating to the Director's office are also apparently included in it. The staff responsible for the proper & prompt distribution of papers to the case-workers must be competent. It is observed that gross delays occur now & then in the disposal & in the distribution of papers received daily in the orders of the Director, & urgent papers often take 3 to 4 days to arrive at the case workers table. There must be one official specially charged with the work of receiving urgent papers to the case workers immediately several papers per minute or referred to every person. There must be no scope for mis-. References must be capable of being traced without any delay. The special clerk charged with the work of receiving urgent papers may also be made to see that those papers are promptly attended to by the case workers. He may maintain a register for this. The amount of work in each branch may be carefully assessed & distributed among the Roster case workers. The of the two Assistants to the Director may also clearly elucidated with their reference

X. He only deals with questions relating to creation of appts. VOI

He will be Asst Secy only last after 9 5 N..

& may be apportioned with reference to volume of respective spheres of ordinary control & work. There must be no doubt in regard to matters relating to office discipline. As Mr Venkatachar is also Assistant Director of Civil Supplies in addition to Dy Asst Secretary, his functions as the former often need definition & disappear to have been omitted now.

Receipts-statements. The duties of the Supdt & the Manager appear to overlap & their spheres of office control & discipline have not been defined. The sections that each of them have to supervise & be responsible for (in regard to their efficient working) may be specifically worked out.

The branch dealing with Permits must be specially staffed with officials of known integrity & businesslike habits. It is observed by me that the work of this branch needs special attention as it has been exceedingly slack in the past as observed by me in several particular instances.

It appears to be desirable to rearrange the work bearing the above points in view.

Sd/-
- 5/7/43.

As Mr Venkatachar will be Asst Secy only there will be no scope for the functions of the Asst Secy and Asst Secy overlapping.

As regards the Secretariat and the Directors office, the work of each office is defined to the extent possible. So long as the functions of the Secy & Asst Secy and Director are combined in one officer there is bound to be some amount of overlapping. This could be minimized as we work the present distribution and meet with difficulties.

to

regards delays referred to by the Asst Dir, now that the work of the office is bifurcated and that it is proposed to have separate clerks for registering in the Secrett and the Directors office and the work is distributed among sections with a separate sectional head for each delays are expected to be minimized.

The power to grant permits for trade purposes and for bonafide consumption having been delegated to Deputy Comrs and Asstt Comrs the number of permits to be issued will be very small and that too only in the case of exports. Hence a senior clerk will be in charge of the Section dealing in permits.

About office discipline the Superintendent will be responsible for the office discipline of the Combined offices as will be seen from the Govt order sanctioning the revision. So far as work is concerned the Secrett portion will be managed by the Supdt and that of the Directors office by the Manager.

The draft work distributions statt which may be modified as we gain experience is for favour of approl.

A revised memo may be drawn up. One Asstt each as a sectional Head of an Accts Section & an Establishment Section of an Office Superintendent is a very good suggestion. Likewise, have an Enquiries' clerk. on looking to the avoidance for responsible

Please Perhaps revised distribution as per above may be better for you see Minute

Supdt

Please type the statt

Typed copies of statement of distribution of work are placed below.

Provision has been made for legal clerk and engine clerk, preparation of accounts, maintenance of diaries, etc.

Appointments, discipline, control, etc, of the staff of the A.D.'s office will be with the Asst D.

Preparation of bills of establishment, etc, and contingent expenditure may be common to both the offices for the present and may be attended to by the Establishment Section of the Director's office.

Overlapping will also be avoided as far as possible.

9/7/43

Asst IV
Asst Secy

from 9/7/43.

W
10.7.43

Revised distribution will be brought into force from Monday the 12th July.

Director 10/7.

OF C... P...ES
MYSORE, BANGALORE.
NO. 644/S.S.
DATE 10/7

Yes.
May be submitted for personal & seen & returned
Secy 10/7

Read on 12/7 (vide Secy)

A memo may be formally drawn up to the effect under 10/7

Seen

The Director

All of the Officials in the Secretariat should be asked to prepare ~~an abstract of~~ the monthly abstract of proceedings of Govt - The former the regularly & the latter Secy 12/7

Secy 12/7/43

Distributions group work in the Director's office and the Supplies Secretariat

Continuation Sheet. File No. Current No. of Page.

644/SD. 10/7

OFFICE OF THE MINISTER FOR INDUSTRIES & SUPPLIES
JUL 16 1943
No. 243

SUPPLY SECRETARIAT
2 AUG 1943
D. No. 644/SD

For perusal
SMD 16/7

Minister (Sd)

Please see my note dated 28/6/43 in the file regarding subn of Supply files & papers.

This may be done.

Subh 31/7

SMD 2/8

M 3/8/43

REPLY

(*To be written on this margin*)

OFFICE OF THE MINISTER
FOR INDUSTRIES AND SUPPLIES

NOTE

Dated.....28th.....June.....*194*3.

As the Secretary, Supply Department, and his Office are in a different building, the following procedure ~~will~~ may be observed in future to secure expeditious disposal of Civil Supplies work, and to reduce or cut out interim references to and from me and the Supply Secretariat:-

All Civil Supplies files marked to me may be placed in a special box or box-file and brought to me by the Secretary, or the Assistant or the Superintendent of the Office and submitted in person.

SECRETARY, S.D.) 28/6/43

In such may
brief. special file
may be submitted
I shall take ~~the~~ in
SNR 28/6

28.6.43

Papers relating to the Accounts Section are now being registered in the Director's Office.

Hereafter one of the clerks to be sanctioned for work under the Deputy Comptroller may be put on the work of registering and despatching letters relating to that Section to avoid delay.

In the matter of correspondence also, all outgoing papers may bear the letters "ACCOUNTS" along with the letters S.D. as indicated hereunder.

No. S.D.
Accounts

Separate arrangements may also be made for the typing work, bills of establishment, T.A. and other charges of Accts establishment.

After the accounts organisation is established, work connected with the Personal Deposit Account of the Director will also be attended to by the Accounts Branch. The Accountant of the Director's Office, who is now attending to this work will be posted to the main office of the Director for work connected with establishment etc.

9/8

Asst-Secretary / W 9.8.43

Asst-ar) Asst 10/8

SUPPLY SECRETARIAT
14 AUG 1943
D No 6646/Gen

KRG.
9.8.43.

Secretary 9/8

Deputy Comptroller) 9/14/8

I have been given permission to take
some Accountants in anticipation of Sanction
of Govt. So that they can may work in
districts and talukas and instruct the Staff
locally and compile at least a rough state
account. I have no Sanction for any
Clerical Staff. Messrs Natesa Mudaliar and
Sampangi Rama Gowda are doing the work they
were doing previously. There is no one to
undertake any extra work. I therefore
request that the existing arrangement
for typing, preparation of Contingent and Pay bills
may be kindly continued till orders are
received Separating the Accounts Branch and
Sanctioning the Staff as per requires.

Yours loyally
& obt

Director of C/S)

16/87

DISTRIBUTION OF WORK AMONG OFFICERS AND THE SUPERINTENDENT.

---oOo---

Mr. K.P. Ramanathaiya. - Assistant Director of Civil Supplies.

To be in charge of the work of the Director's Office except the work relating to the Accounts Section and to have complete control over appointments, office descipline etc., of the Director's office.

Mr. V. Venkatachar. - Assistant Secretary to Government.

All Secretariat work. Technical work referred by the Director.

Mr. P. Narasimhachar. - Accounts Assistant.

All work connected with Audit and maintenance of the personal Deposit account of the Director and bills for supplies of foodstuffs and refunds and all questions relating to account matters and procedure.

Mr. T. Swaminathaiya. - Superintendent.

(1) General supervision over the work of the whole office including the Secretariat and the Director's office.

(2) Opening and distribution of tappal.

(3) Signing reminders and routine correspondence of the Secretariat.

G E N E R A L.

All papers and files will be submitted by the officials to the Sectional Officers concerned through the Sectional head and the Manager in the Director's Office and through the Superintendent in the Secretariat. Papers relating to the Accounts Section may be submitted to the Accounts Assistant direct. These officers will return them to the Superintendent or the Manager as the case may be. The section concerned should submit the files marked to the Secretary or the Director through the Superintendent.

All files and papers returning from the Director of the Secretary will pass through the Superintendent to the Sectional Officers and thence to the section concerned.

The Diarist in the Secretariat and the Registering clerk and the petition clerk in the Director's office should prepare an arrear list and submit the same to the Sectional Officers through the Superintendent at the end of every month.

Each official should maintain a diary of all papers received by him and note disposals of and submit the same at the end of every week to the Sectional Officer with an abstract of pending papers through the Sectional Head.

Each file must bear a file number indicating the section from which it emanates to avoid confusion and the proper record of files.

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DV.8.

WORK DISTRIBUTION IN THE SECRETARIAT.

Ministerial Head - Superintendent.

Control Section: Mr. M.V.Raju. (case worker)

(1) Controlex of prices.
(2) Correspondence relating to central procurement scheme.
(3) Correspondence with the Residency, the Regional Commissioner and other Provincial Governments including Civil and Military Station.
(4) Control orders and amendments thereto.
(5) Meetings of the Regional Board.

Mr. M.K.Sampath Iyengar.

File Register keeper and Sus clerk of the control section.

Administration Section: Mr. K.V. Sharma. (case worker)

(1) All questions relating to creation of appointments, allowances, advances, postings of officers, etc.
(2) Budget.

Mr. K. Gopala Krishna Rao. (case worker)

(1) All correspondence relating to equipment required for the several offices of the Department.
(2) All questions of procedure.
(3) Quotas of foreign Governments and Civil and Military Station
(4) Delegation of powers under the Defence of India rules.
(5) Issue of orders and notifications under the Defence of India rules other than those falling under the control section.
(6). Other miscellaneous work relating to complaints, petitions to Government, meetings, reports and returns etc.

Mr. R. M. Subramanyam.

(1) File Register keeper of the Administration Section and Sus clerk.
(2) Maintaining Register of sanctions.

..utine Work Section: Mr. G. Padmaji Rao. (Diarist)

Maintaining Diary, un-official register, register of references received from the Residency and other Governments, preparing arrear lista at the end of every month.

Mr. S. Ahobala Sastry.

Recorder.

Mr. G. Sampath Raju.

Despatcher.

Mr. K.R.Gopala Iyengar. (Steno-typist)

WORK DISTRIBUTION IN THE DIRECTOR'S OFFICE.

Section Officer -- Assistant Director of Civil Supplies.

Mr. A. H. Gopala Rao - Manager.

General supervision over the work of the whole office, distribution of tappal and papers, reports and returns to Government and control over establishment of the Director's Office including all appointments, transfers and desciplinary action, etc.

Establishment Section: Mr. Syed Abdul Rasheed - (Cashier)

(1) Custody of cash and imprest.
(2) Preparation of establishment and Travelling Allowance bills and Officers' bills.

Mr. S. Nanjunda Sastry.

To be in charge of stationery and forms, furniture, scrutiny of bills on account of Travelling allowance and contingencies of the Grain Purchase Officers and other subordinate officers of the Department.

Quota Section: Mr. V. Ranga Rao. (Head of the Section)

Correspondence relating to sugar, jaggery, charcoal and fuel

Mr. M. A. Sreenivasan.

Quotas - Rice, ragi and jola.

Mr. S. M. Ghorpade.

Miscellaneous correspondence relating to working of quotas, transport arrangements, complaints of non-supply of food grains etc.
Permits for manufacture of boiled rice.

Export and Import Section: (Head of the Section)

Correspondence relating to wheat supplies and other millets and pulses including grams, dhall etc.

Mr. K. Chicke Urs.

Export permits for all controlled articles except sugar.

Rationing Section: Mr.P.K.Rama Rao. (Head of the Section)

Depots, licenses, supplies to civilians personnel attached to Military units, stocks in the emergency depots,etc.
Distribution of standard cloth.

Mr. B.S. Ranganna.

Rationing in Bangalore City and other urban areas.

Statistical section: Mr. S. Vasudevan.

Maintaining statistics of production, consumption, deficit or surplus, flow of supplies from district to district, stocks in depots, rice mills,etc.

Routine Work Section: Mr. K. Rangappa.

Enquiry and petition clerk, to watch disposal of petitions and preparation of pending lists every week. He will also maintain a list of urgent and important papers and watch disposal.

Mr. A. Raman. - Registering clerk.
Mr.T.K.Sreenivasamurthy.- Despatcher.
Krishnaswamiah - Dafterband and recorder.

Typing Section: Mr. B. Ramaswami Naidu. - (Steno-typist)
Mr. D. Venkatanarasappa. - (-do-)

Personal Clerk to Director: Mr. N. K. Lakshmana Rao.

SM

ACCOUNTS SECTION.

Mr. K. Subramanyam: Senior Auditor.

" B. ~~Thewariah~~ Thammia: Accounts Clerk.

" B. Natesa Mudaliar: -do-

" H. Sampangi Rama Gowda: Accountant.
Maintaining the personal depost account of the Director.
Correspondence relating to shortages in supplies.
Refund bills.
Payment for supplies received.

Mr. M. R. Narasimhiyengar.

Supervisor of Depots - To visit the Government depots, Fair Price depots, etc., report about stock position and bringing to notice of the Director any defects or short-comings in the working of the depots.

Mr. S. Pratap Singh. - Food Inspector attached to the Office.

S. Narasimhan
Dy 9/3 10/7 14